

Food Based Menu Production Record #2

Purpose: A sample form for **Menus with Choices** within components.

California Department of Education
Nutrition Services Division

Date: _____ Site: _____ Offer vs. Serve: Circle yes/no

MENU				Meal Counts					
					Students			Adults	Total
					Record Groups			Group	
				Age/grade groups					
				Estimated					
				Actual					
Menu item and form used	Recipe or product (name & No.)	Age/grade group	Portion size (No., wgt. scoop)	Contribution to meal pattern	Projected servings	Amount of food used in purchase units (lbs., qty.)	A la carte and adult servings	Leftover servings	

Food Based Menu Production Record #2 -- Instructions

1. Date and site: Indicate if offer versus serve.
2. Meal counts: By age/grade group.
3. Menu: If choices are offered, be clear which choices are available with each entree; for example, the hamburger on bun is served with potato rounds and the deli salad with a french roll.
4. Menu item and form used: List each specified menu/food ingredient which contributes to the meal requirements. Include a detailed description of the form used; for example, frozen, fresh, diced in own juice. If choices are offered, be clear about what choices students can make among menu items. *Extra foods*: record all condiments and food items that do not contribute toward the meal pattern; for example, low-fat ranch salad dressing, butter on vegetables or bread.
5. Recipe or product (name and No.): Record name or number of recipe if used or name and number of commercially purchased product.
6. Age/grade group: Record again if portions are adjusted by age/grade group. If portions are adjusted you will need to complete "Menu Item and Form Used" through "Leftovers" across for each different menu item with a different portion size.
7. Portion size: Note here the amounts of each food item to actually be served; for example, scoop size or portion size.
8. Contribution to meal pattern: Note here the actual contribution to the meal pattern, for example: 3/4 cup spaghetti and meat sauce = 2 ounces M/MA (meat/meat alternate), 1 G/B (grains/breads), 3/8 cup V/F (vegetable/fruit).
9. Projected servings: Note here the number of servings you are actually going to prepare.
10. Amount of food used in purchase units: Record in common units of measurement as purchased, for example: pound, No. 10 can, each. *Always round up if rounding is necessary.*
11. A la carte/adult servings: Record here the number of portions which were served on this date but not used as part of the reimbursable meal.
12. Leftover servings: Record here the total number of unserved portions left at the end of the meal service, whether they are to be reused or discarded.